

POLICE RECORDS MANAGER

Milwaukee Police Department, *Strategic Management Division*

PURPOSE:

- Under general direction, the Police Records Manager manages, supervises, assigns, reviews, and coordinates the day-to-day activities of the Records Management Section. The Manager participates in the formulation, implementation and maintenance of sound and effective records management policies, processes, procedures and systems.

ESSENTIAL FUNCTIONS:

40%

- Participates in the development of policies, processes, procedures, operational manuals and systems; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
- Carries out auditing activities regarding public records law compliance, accuracy of crime statistics, and compliance with National Incident Based Reporting Standards (NIBRS).
- Recommends and assists in the implementation of goals and objectives; implements approved policies, procedures and systems.
- Establishes schedules and methods for providing records management services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.

15%

- Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for the daily operations and activities of law enforcement records management
- Participates in the selection of records staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

10%

- Participates in the preparation and administration of the records management program budget; submit budget recommendations; monitor expenditures.

10%

- Provides and ensures proper training of department members regarding the use of the Records Management System and National Incident Based Reporting.

10%

- Oversees the preparation of analytical and statistical reports on operations and activities.

10%

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of records management.
- Monitors legal and procedural developments related to law enforcement records.

5%

- Performs the more technical and complex tasks of the work unit including ensuring compliance with applicable rules and regulations related to law enforcement records management.
- Perform other duties, and have other such responsibilities, as the Chief of Police, or designee(s), may from time to time direct.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Associates Degree in Business Management, Administrative Professional, Public Administration or a related field from an accredited college **AND**
2. Four years of responsible police records management experience including one year of lead supervisory responsibility.
 - NOTE: Equivalent combinations of education and experience may also be considered.
 - NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov or sent to Box PRM, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.
3. Valid Driver's License and properly insured vehicle to be used on the job at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Management Information Systems or a related field from an accredited college or university.

KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- ❖ Knowledge of operations, services and activities of law enforcement records management
- ❖ Keen understanding of records management systems, Uniform Crime Statistics, and National Incident Based Reporting (NIBRS)
- ❖ Knowledge of principles and practices of data storage, retrieval, processing, retention and disposition
- ❖ Knowledge of principles of supervision, training and performance evaluation
- ❖ Knowledge of the modern and complex principles and practices of the criminal justice system
- ❖ Knowledge of court procedures/requirements concerning criminal case filings
- ❖ Knowledge of and ability to apply federal, state and local laws, codes and regulations related to police record management
- ❖ Skill in organizing and operating a law enforcement records management system
- ❖ Skill in written communications including preparing clear and concise reports
- ❖ Problem solving, decision making and analytical skills
- ❖ Skill in managing projects
- ❖ Strong computer skills, including accurately utilizing and operating assigned law enforcement software applications
- ❖ Ability to direct the day to day operations of the Records Management work unit
- ❖ Ability to supervise others including selecting, training, evaluating, organizing and assigning work
- ❖ Ability to read, understand and apply applicable codes and regulations to records management systems and operations
- ❖ Ability to orally communicate clearly and concisely, including interpreting and explaining City policies and procedures
- ❖ Ability to establish and maintain effective working relationships with management, other city employees, subordinates, elected officials and others contacted in the course of work

Police Records Manager

- ❖ Ability to work productively under pressure
- ❖ Ability to plan, organize, and manage multiple tasks, as well as adjust to changing priorities.
- ❖ Ability to keep all work matters confidential

SALARY:

- The current starting salary is \$54,322 annually for City of Milwaukee residents. The non-resident starting salary is \$53,519 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. The selected candidate will undergo a background investigation.

The examination will be held as soon as practical after **August 29, 2013**. Receipt of applications may be discontinued at any time after this date without prior notice. However recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- **NOTE:** The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-2105.

APPLICATIONS and further information can be obtained in person or via mail from City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.

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